

**OLAC IT** *Employee Systems Setup Checklist*

Employee Name:		Employee ID:	Email Address:	Start Date:	
Facility:		Position/ Role(s):		New Hire Phone/Ext:	
Office:	Machine name:	Direct Supervisor:		Supervisor Phone/Ext:	

**Set Up Like - Employee with similar job function**

**Connection Type:**

**Permanent** : Employee will work at a single office location

**Roam**: Employee will travel to multiple OLAC Facilities

**Remote**: Employee will need to work remotely

List additional Locations employee will work from:

**IT SYSTEMS AND FURNITURE**

**FOR NEW EQUIPMENT REQUEST PLEASE ALLOW A 2 WEEK LEAD TIME FOR ORDERING AND DELIVERY**

	Exists	Need NEW	INITL	Serial Number		Need	INITL		Need	INITL	
Desktop:					Shared Drive			Cayuse Access			Roles:
Monitor:					Email			OLAC's Website			
Laptop:					Slack			Technology Policy			
Scanner:					OLAC Staff listserv			Cyber Security Training			
Printer:					Vetstaff Listserv			Computer Desk			
Tablet:					Wifi Info			Chair			
Mobile Phone:								Others			Please list:
Laptop Accessories	List:										

**Share Drive(s): Please list requested drives below**

1		3	
2		4	

**Misc/ Notes:**

Employee's Signoff:	Date:	Supervisor Signoff:	Date:

**ON EXIT: EMPLOYEE RETURNED ABOVE ITEMS TO THE IT DEPARTMENT**

Employee's Signoff:	Date:	IT Staff Signoff:	Date: